



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

WATER TREATMENT PLANT UNIT MANAGER

Group-Section: Water System Operations Group - Water Treatment Section	FLSA Status: Exempt Bargaining Unit: MAPA	Salary Grade: 068 Job #: UM028
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JOB SUMMARY

Responsible for managing and supervising all aspects of the operations and maintenance of a very large domestic water treatment facility to meet treated water demands of the member agencies. Areas of responsibility include providing management oversight of the facility to ensure the efficient operation and maintenance; directing the monitoring and operation of the treatment of water to ensure compliance with water quality regulations; and ensuring compliance with all safety and environmental requirements.

OVERSIGHT

Oversight Received: Receives direction from the Water Treatment Section Manager.

Oversight Given: Manages and supervises a staff of managers, professionals, technicians, paraprofessionals, administrative support, skilled craft, and service maintenance workers.

JOB DUTIES

1. Makes and participates in decisions relating to the water treatment process; maintains an effective maintenance management system; assesses water treatment processes, conditions of critical equipment, and confirms compliance with maintenance standards and all state and federal regulations; investigates problems or irregularities in the water treatment process; and identifies causes, determines proper remedies, and directs appropriate action to correct the situation.
2. Establishes goals, objectives, and priorities that support the overall strategies of the section and Metropolitan; identifies and develops capital investments and maintenance projects needed to meet reliability objectives, regulatory requirements, and customer demands for water; and plans, develops, and /or approves schedules, priorities, and standards for achieving goals.
3. Oversees and participates in the development and administration of the annual budget; participates in the forecast of funds needed for staffing, equipment, materials, and supplies; monitors and approves expenditures; implements adjustments; authorizes purchase of and ensures the proper inventory and accounting techniques of all materials, chemicals, and equipment; and evaluates and approves bids for equipment and service contracts.
4. Selects and assigns staff ensuring compliance with all hiring and promotion policies and procedures; responds to employee grievances and concerns; coaches and mentors employees; prepares, reviews, and approves performance evaluations; identifies employee development and training requirements; and develops staff recognition programs.

5. Ensures that all applicable safety programs are in place to protect employees, the public, and the environment from exposure to acutely hazardous chemicals and other unsafe conditions; maintains an awareness of emergency response policies and procedures and serves as the Area Incident Commander during emergency response incidents; and responds to any and all safety concerns.
6. Serves as a project team member and/or team leader for major projects involving substantial capital improvements, special local, regional or state-wide task forces, joint ventures with member agencies, and other external entities to ensure successful completion of project plans. Works closely with other internal units such as water quality, environmental support services, health and safety, maintenance and construction support, engineering services, and legal to ensure proper coordination of activities.
7. Provides on-call management support and response to the treatment plant outside of normal business hours.
8. Manages the start-up of new water treatment unit processes.
9. Represents the Section Manager in his/her absence as appointed by the Section or Group Manager.
10. Performs other related duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience: Bachelor's degree from an accredited college or university and twelve years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position; or an advanced degree from an accredited college or university and ten years of increasingly responsible relevant experience, of which four years must have been in a management or supervisory position.

Required Knowledge of: Water treatment plant operations; safety procedures and techniques; emergency preparedness; current business and organizational management practices; public sector personnel practices and regulations; financial and budgeting practices and procedures; management and supervisory concepts and techniques; team building; budgetary concepts and procedures; relevant federal, state, and local laws; negotiation techniques; project management; contract administration; and trends and emerging technologies of water treatment processes.

Job Title: Water Treatment Plant Unit Manager

Job Code: UM028

Adopted: 03/22/05

Revised: 11/20/17

Supersedes: 02/14/17

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Required Skills and Abilities to: Assess the reliability of the treatment plant and process; manage a large and diverse work force; plan, organize, and review the work of subordinates; review work products for detail and adherence to guidelines; encourage and facilitate cooperation; mentor, develop, and motivate staff; determine training needs of staff; exercise judgment and discretion; interpret and analyze results; communicate orally and in writing on administrative and technical topics; represent Metropolitan to public agencies, regulatory bodies, special interest groups, and members of the public; represent Metropolitan in negotiations or development of joint projects with external organizations; and establish and maintain collaborative working relationships with all levels within the organization, other agencies, regulatory agencies, special interest groups, and the public.

CERTIFICATES, LICENSES, AND REGISTRATIONS REQUIREMENTS

Certificates

- State Water Resources Control Board Division of Drinking Water Grade T2 Water Treatment Operator Certification (Based on business need, management reserves the right to require a Grade T5 Water Treatment Operator Certification at its sole discretion.)

Licenses

- Valid California Class C Driver License

Registrations

- None

DESIRABLE QUALIFICATIONS

- Project management or supervisory experience with a medium or large water treatment facility and distribution system
- Knowledge and experience with emergency response systems
- Knowledge and experience with shutdown project management
- Demonstrated effective interpersonal skills
- Knowledge and experience of computerized maintenance management systems
- License in good standing as a California Professional Engineer
- State Water Resources Control Board Division of Drinking Water Grade T5 Water Treatment Operator Certification

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

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Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements